

### Deputy Director, Legal Services, KDIC Grade 3

Gross salary: Consolidated (KDIC Scale 3)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: 5-year Contract renewable based on performance

#### a) Duties and responsibilities

- i. Coordinating drawing and vetting of Contracts, agreements, and other legal documents/instruments;
- ii. Initiating preparation of legal advisory including opinions;
- iii. Developing/ reviewing legal policies, instruments, codes, regulations, rules, guidelines, strategies, and procedures to ensure that they are in accord with the existing legislation;
- iv. Coordinating litigation and ADR strategies;
- v. Undertaking legal research;
- vi. Advise the Board on the legislation that affect the Board and amendments thereof;
- vii. Monitoring compliance with Constitutional, legal and regulatory requirements;
- viii. Provide of day to day legal and regulatory support to the functional areas on general compliance and reviews;
- ix. Coordinating external lawyers on compliance with litigation strategy and case management;
- x. Establishing and maintain the Securities Register for the custody and maintenance of securities, bonds or other proprietary instruments resulting from transactional activities;
- xi. Monitoring with contractual and statutory obligations;
- xii. Develop and maintain a record of all enforcement and compliance assignments undertaken and develop legal accountability structures in relation to enforcement assignments;
- xiii. Establishing and manage Register of Legal Universe, Codes, Regulations, Rules, and Guidelines,
- xiv. Conducting legal and regulatory risk management extension services to the Partners and other stakeholders for consistency in application and compliance;
- xv. Facilitating Legal Compliance Audits;
- xvi. Champion conducting of Legal Due Diligence on all prospective contractual third parties;

- xvii. Coordinate with the functional areas in relation to various legal compliance requirements;
- xviii. Providing timely legal advice to assist in making informed decisions;
- xix. Initiate the drafting of Contracts, Agreements and MOUs and monitoring amendments and performance;
- xx. Initiating the enactment of the legislation proposed by the institution;
- xxi. Preparing Board Papers for efficient and productive Board deliberations;
- xxii. Formulate and review of governance policies;
- xxiii. Implementation the findings and recommendations of legal audit and legal governance;
- xxiv. Preparing and submit reports on corporate governance to relevant bodies for ascertaining compliance;
- xxv. Coordinating all Board logistical activities;
- xxvi. Preparing and monitor compliance with the Board annual workplan.

**b) Requirements for Appointment;**

For appointment to this grade a candidate must have: -

- i. At least ten (10) years relevant work experience, five (5) of which must be in a management role;
- ii. Bachelor of Law (LLB) from a recognized university;
- iii. Postgraduate Diploma in Law from the Kenya School of Law;
- iv. Master's degree in Law, Business Administration, Public Administration, or any other related field from a recognized university is added advantage.
- v. Admitted as an Advocate of the High Court of Kenya;
- vi. Registered as a Certified Secretary is added advantage;
- vii. Leadership Course from a recognized institution is an added advantage
- viii. Valid Practicing Certificate;
- ix. Membership in good standing of the Law Society of Kenya;
- x. Membership in good standing of the Institute of Certified Secretaries is added advantage
- xi. Proficiency in computer applications; and
- xii. Fulfill the requirements of Chapter Six of Constitution of Kenya 2010.